Specific Training

Section U:
Joint Commands &
My Forms

Purpose: To provide administrative and Human Resources personnel in Joint Commands tools to assist rating officials to understand and properly use My Forms when conducting preparing military evaluations counseling and evaluations; keeping the process easy, quick, and effective without circumventing regulatory intent or requirements.

Joint Commands Can and Should Use MyForms

Fact #1: The Majority of Joint Commands have the ability to use MyForms when creating evaluations for Army Officers and Non-Commissioned Officers.

Fact #2: Only one person in the Command (not necessarily, in the rating chain) needs to have access to AKO. That person is the person who would physically submit a completed OER or NCOER to HRC per the direction of the Senior Rater. Everyone else just needs to have a CAC for signature and the ability to open a PureEdge form.

Fact #3: If your HQ does not have this application (My Forms) they will eventually have problems with other Army forms as PureEdge and ApproveIt software is the Army standard. The US Air Force version of PureEdge will work with Army military evaluations.

Fact #4: Other service CAC work with these forms. HRC receives many forms signed by other Service officers.

Why use MyForms to Prepare Evaluations?

#1: PureEdge and ApproveIt are the Army standard (which you probably know from your conversation with Army Publishing Directorate).

#2: Formflow is going away.

#3: Using My Forms (e.g., the AKO portal functions and evaluation forms wizards) as originally designed and intended provides all rating officials with the most benefits and least risk or errors in the least amount of steps and prepares users for a fully electronic environment (DIMHRS).

#4: The wizard within MyForms provides step by step guides to help rating officials that are not familiar with Army Evaluations and they are able to focus on content of the assessment and review of the entire report.

#5: There are several key areas within the overall evaluation process in My Forms which, if implemented as options, accommodates senior leader rating official's intense work

Areas for Consideration for Joint Command Rating Officials

The slide presentation will address the following information to assist to Joint Commands in processing evaluations using My Forms Application:

1. Functions & topics for discussion and training prior to implementation.
2. Obtaining the Software
3. Creating a final evaluation from a counseling/support form.
4. Understanding available options to move evaluations between individuals.
5. Using controlled access, shared folders to prepare evaluations.
6. Preparing documents with senior leader rating official content.
7. Letting two people sign from one computer.
8. Submitting completed evaluations to HQDA.
9. Answers and Training Location.
10. Evaluation POCs.

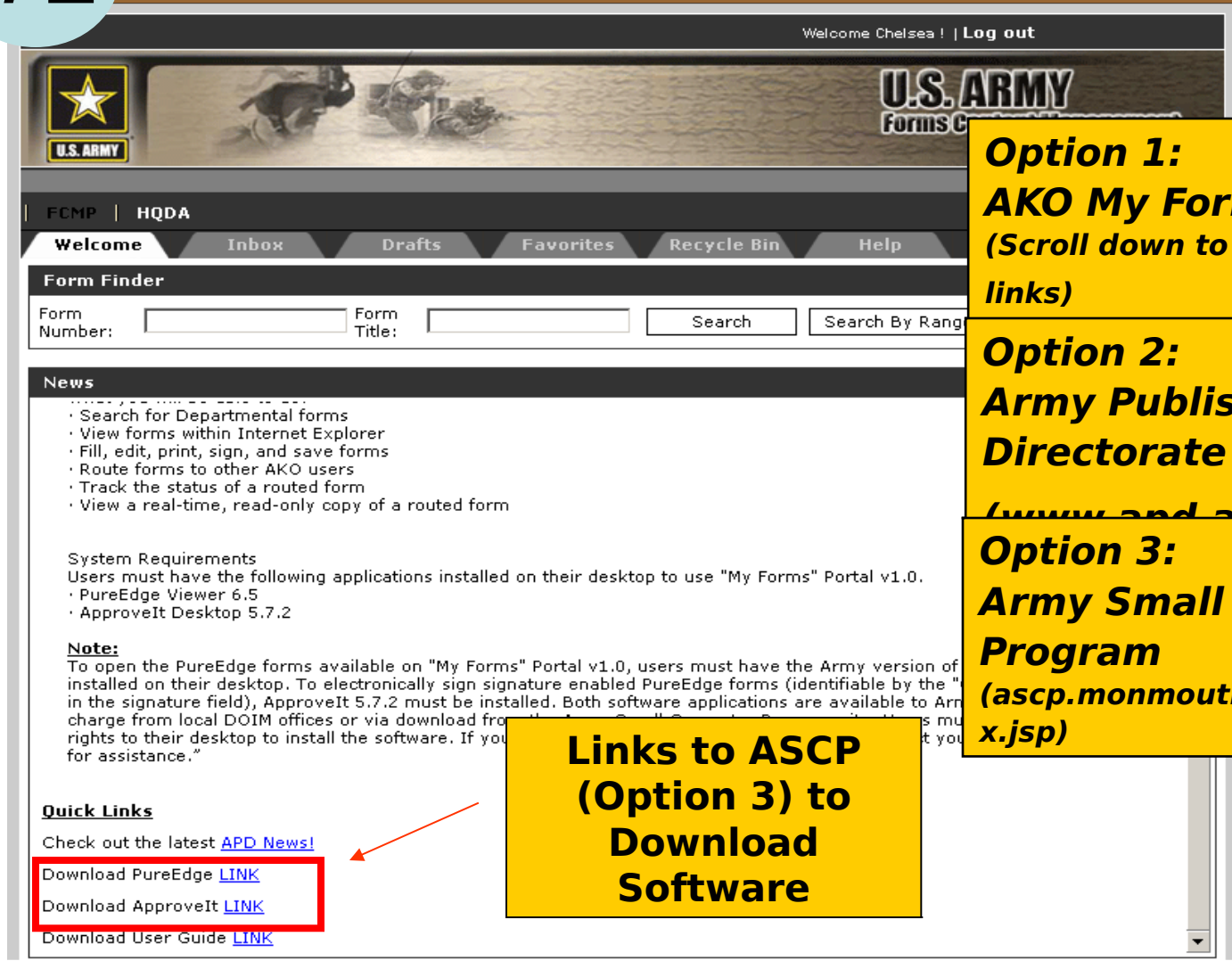
Functions & topics for discussion and training prior to implementation.

#1

As a minimum, key personnel should discuss and train on the functions and topics listed below. Each individual should know how to:

- Sign forms using Common Access Card.
- Use tabs in evaluation form wizards to review and add content for any of the rating officials or as a rated Soldier.
- Move between the wizard view to form view (and back) prior to signing an evaluation.
- SAVE information (when in My Forms) and SAVE AS information (when taking the form out of My Forms).
- Review support forms that accompany a final evaluations. (Note: Currently, there is not an easy way to link these forms electronically but there will be in the future when My Forms folders are placed back in operation.)
- Route a form in My Forms (the original or an information copy) and why you don't want to use routing to send a form by email.
- View a report in My Forms tracking system.

#2 Obtaining Software (See MILPER Msg 06-047 for details) (1 of 4)



Option 1:
AKO My Forms Portal
(Scroll down to access download links)

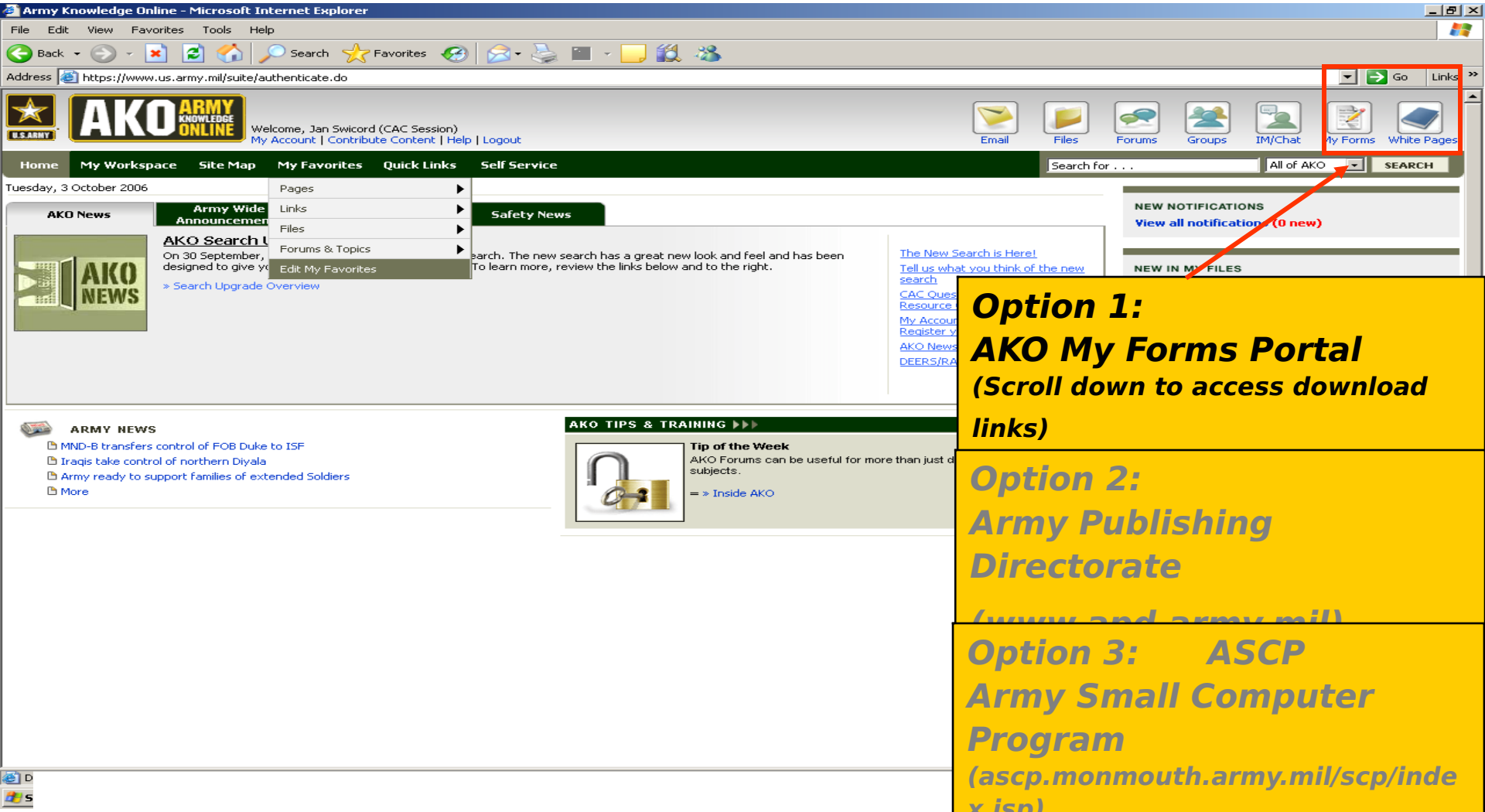
Option 2:
Army Publishing Directorate
(www.apd.army.mil)

Option 3: ASCP
Army Small Computer Program
(ascp.monmouth.army.mil/scp/index.jsp)

Links to ASCP (Option 3) to Download Software

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/msdweb.h
As of: 7 Apr 08

#2 Obtaining Software (See MILPER Msg 06-047 for details) (2 of 4)


Army Knowledge Online - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.us.army.mil/suite/authenticate.do
Go Links
AKO ARMY KNOWLEDGE ONLINE
Welcome, Jan Swicord (CAC Session)
My Account | Contribute Content | Help | Logout
Email Files Forums Groups IM/Chat My Forms White Pages
Home My Workspace Site Map My Favorites Quick Links Self Service
Search for . . . All of AKO SEARCH
Tuesday, 3 October 2006
Pages
Links
Files
Forums & Topics
Edit My Favorites
AKO News
Safety News
AKO NEWS
» Search Upgrade Overview
The New Search is Here!
Tell us what you think of the new search
NEW NOTIFICATIONS
View all notifications (0 new)
NEW IN MY FILES
ARMY NEWS
MND-B transfers control of FOB Duke to ISF
Iraqis take control of northern Diyala
Army ready to support families of extended Soldiers
More
AKO TIPS & TRAINING
Tip of the Week
AKO Forums can be useful for more than just d
subjects.
» Inside AKO

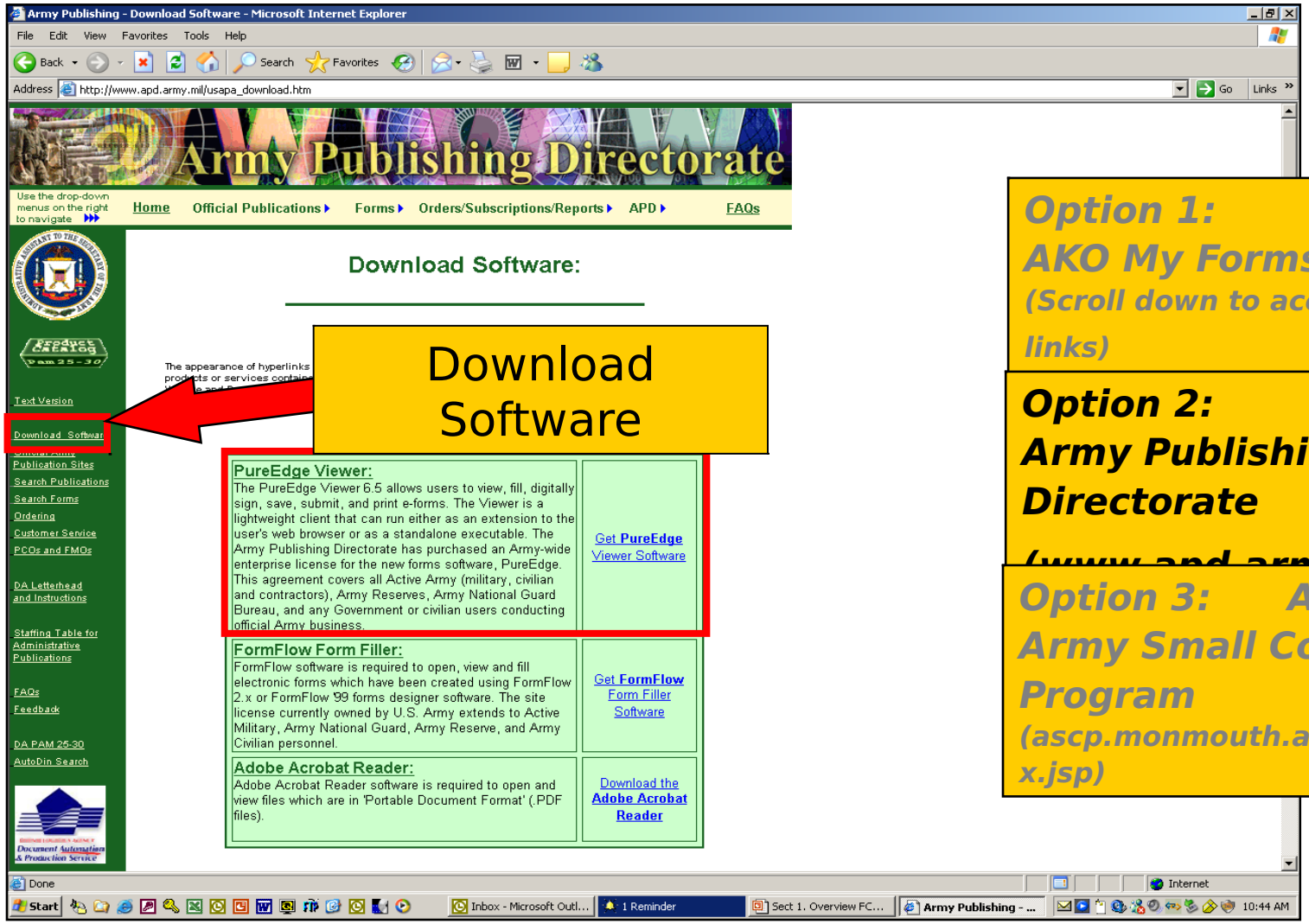
Option 1:
AKO My Forms Portal
(Scroll down to access download links)

Option 2:
Army Publishing Directorate
(www.apd.army.mil)

Option 3: ASCP
Army Small Computer Program
(ascp.monmouth.army.mil/scp/index.jsp)

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/msdweb.h
As of: 7 Apr 08

#2 Obtaining Software (See MILPER Msg 06-047 for details)(3 of 4)


Army Publishing - Download Software - Microsoft Internet Explorer
http://www.apd.army.mil/usapa_download.htm
Army Publishing Directorate
Home
Official Publications
Forms
Orders/Subscriptions/Reports
APD
FAQs
Download Software:
Download Software
Text Version
Publication Sites
Search Publications
Search Forms
Ordering
Customer Service
PCOs and FMOs
DA Letterhead and Instructions
Staffing Table for Administrative Publications
FAQs
Feedback
DA PAM 25-30
AutoDin Search
PureEdge Viewer:
The PureEdge Viewer 6.5 allows users to view, fill, digitally sign, save, submit, and print e-forms. The Viewer is a lightweight client that can run either as an extension to the user's web browser or as a standalone executable. The Army Publishing Directorate has purchased an Army-wide enterprise license for the new forms software, PureEdge. This agreement covers all Active Army (military, civilian and contractors), Army Reserves, Army National Guard Bureau, and any Government or civilian users conducting official Army business.
Get PureEdge Viewer Software
FormFlow Form Filler:
FormFlow software is required to open, view and fill electronic forms which have been created using FormFlow 2.x or FormFlow '99 forms designer software. The site license currently owned by U.S. Army extends to Active Military, Army National Guard, Army Reserve, and Army Civilian personnel.
Get FormFlow Form Filler Software
Adobe Acrobat Reader:
Adobe Acrobat Reader software is required to open and view files which are in 'Portable Document Format' (.PDF files).
Download the Adobe Acrobat Reader

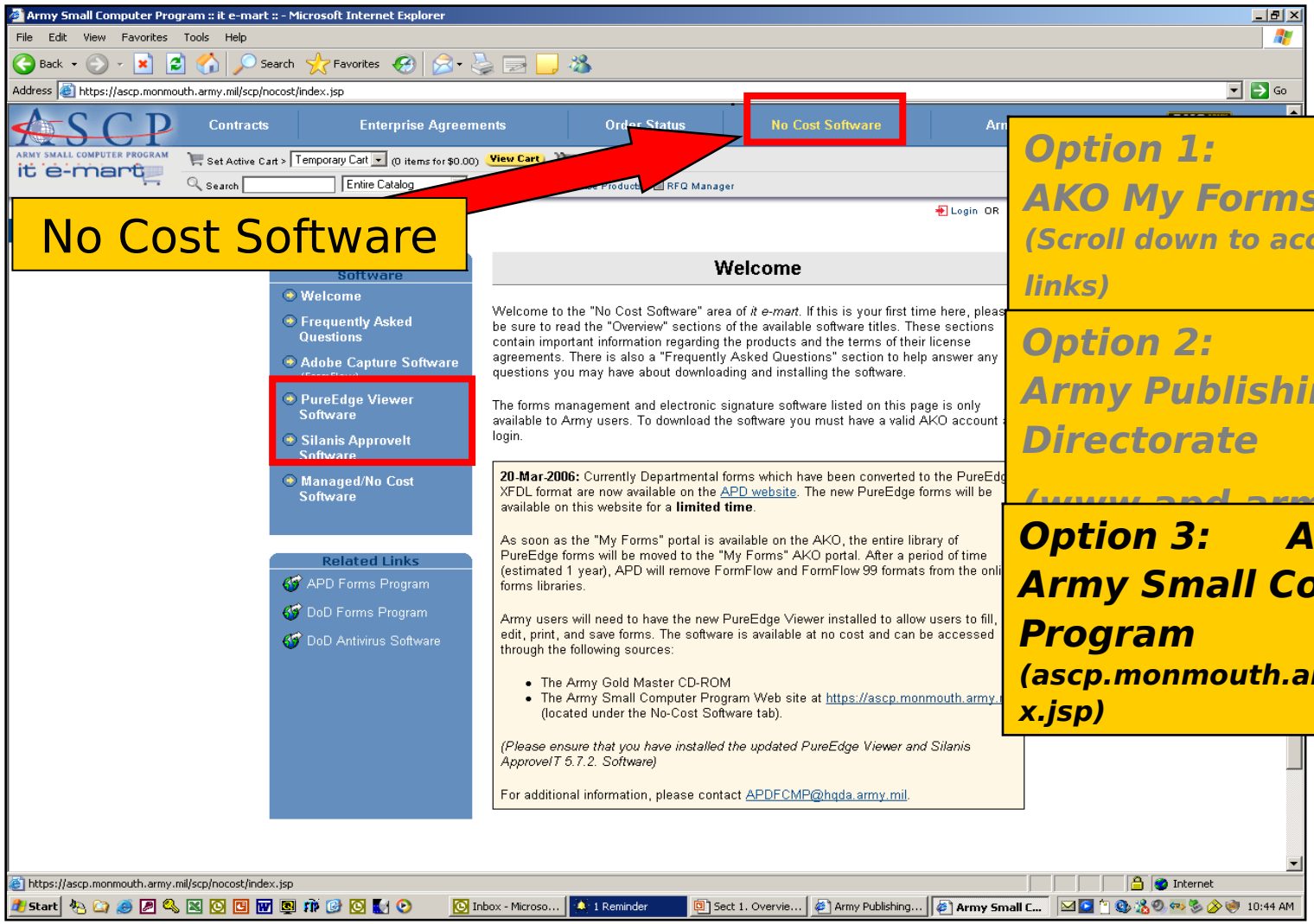
Option 1:
AKO My Forms Portal
(Scroll down to access download links)

Option 2:
Army Publishing Directorate
(www.apd.army.mil)

Option 3: ASCP
Army Small Computer Program
(ascp.monmouth.army.mil/scp/index.jsp)

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/msdweb.h
As of: 7 Apr 08

#2 Obtaining Software (See MILPER Msg 06-047 for details)(4 of 4)

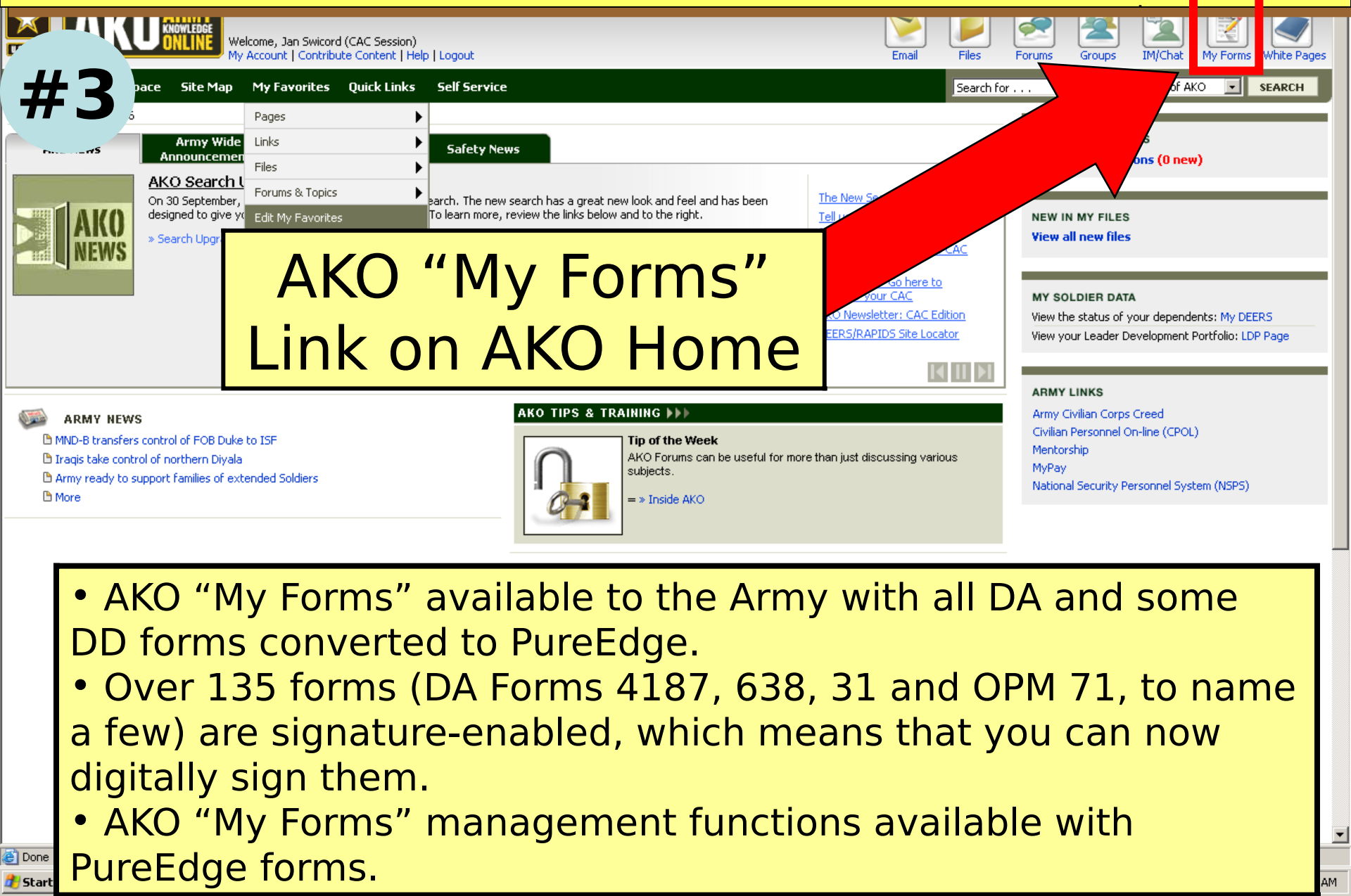

Army Small Computer Program :: it e-mart :: - Microsoft Internet Explorer
https://ascp.monmouth.army.mil/scp/nocost/index.jsp
Contracts
Enterprise Agreements
Order Status
No Cost Software
No Cost Software
Welcome
Welcome
Frequently Asked Questions
Adobe Capture Software
PureEdge Viewer Software
Silanis ApproveIt Software
Managed/No Cost Software
Related Links
APD Forms Program
DoD Forms Program
DoD Antivirus Software
Welcome to the "No Cost Software" area of it e-mart. If this is your first time here, pleas
be sure to read the "Overview" sections of the available software titles. These sections
contain important information regarding the products and the terms of their license
agreements. There is also a "Frequently Asked Questions" section to help answer any
questions you may have about downloading and installing the software.
The forms management and electronic signature software listed on this page is only
available to Army users. To download the software you must have a valid AKO account
login.
20-Mar-2006: Currently Departmental forms which have been converted to the PureEdg
XFDL format are now available on the APD website. The new PureEdge forms will be
available on this website for a limited time.
As soon as the "My Forms" portal is available on the AKO, the entire library of
PureEdge forms will be moved to the "My Forms" AKO portal. After a period of time
(estimated 1 year), APD will remove FormFlow and FormFlow 99 formats from the onli
forms libraries.
Army users will need to have the new PureEdge Viewer installed to allow users to fill,
edit, print, and save forms. The software is available at no cost and can be accessed
through the following sources:
The Army Gold Master CD-ROM
The Army Small Computer Program Web site at https://ascp.monmouth.army.
(located under the No-Cost Software tab).
(Please ensure that you have installed the updated PureEdge Viewer and Silanis
ApproveIT 5.7.2. Software)
For additional information, please contact APDFCMP@hqda.army.mil.
Option 1:
AKO My Forms Portal
(Scroll down to access download links)
Option 2:
Army Publishing Directorate
Option 3: ASCP
Army Small Computer Program
(ascp.monmouth.army.mil/scp/index.jsp)

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/msdweb.h
As of: 7 Apr 08

Creating Evaluation

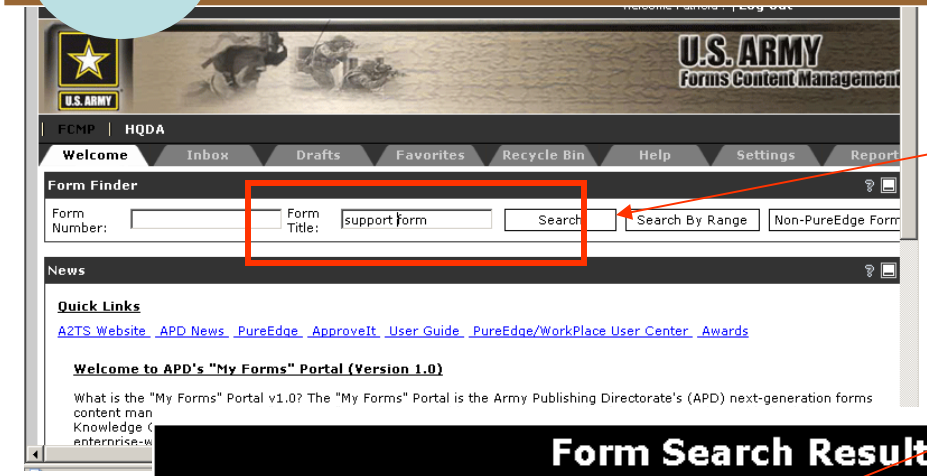
#3

Creating a Evaluation using "My Forms" by Location: AKO Portal (1 of 2)



- AKO "My Forms" available to the Army with all DA and some DD forms converted to PureEdge.
- Over 135 forms (DA Forms 4187, 638, 31 and OPM 71, to name a few) are signature-enabled, which means that you can now digitally sign them.
- AKO "My Forms" management functions available with PureEdge forms.

#3 Creating a Evaluation using "My Forms" by Location: AKO Portal (2 of 2)



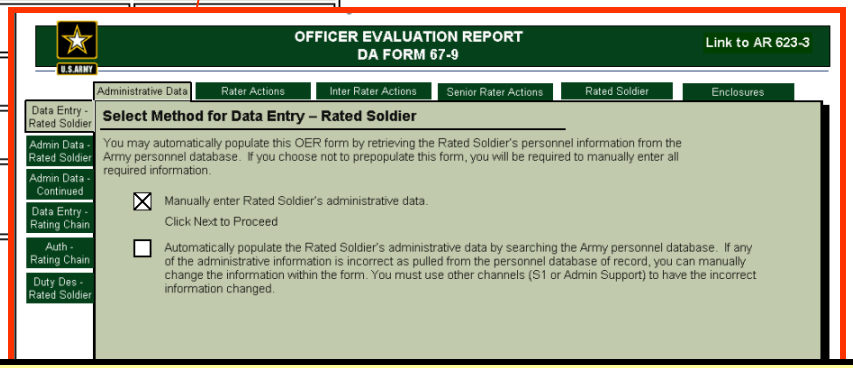
1 Either write the name of report (even just a portion) or put the form number in the other field and "hit" Search.

2 Select Form

3 Always Complete with Wizard-Reduces ERRORS

Form Search Results

Form Number	Form Title	Published Date	Signature Enabled	Form Version
DA 67-9-1	OFFICER EVALUATION SUPPORT FORM	Mar 01, 2006 00:00:00 GMT	YES	
DA 67-9-1A	DEVELOPMENTAL SUPPORT FORM	Mar 01, 2006 00:00:00 GMT	Yes	
DA 2166-8-1	NCOER COUNSELING AND SUPPORT FORM	Mar 01, 2006 00:00:00 GMT	Yes	
DA 7222-1	SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM	Aug 01, 1998 00:00:00 GMT	yes	


OFFICER EVALUATION REPORT
DA FORM 67-9
Link to AR 623-3
Administrative Data
Rater Actions
Inter Rater Actions
Senior Rater Actions
Rated Soldier
Enclosures
Data Entry - Rated Soldier
Admin Data - Rated Soldier
Admin Data - Continued
Data Entry - Rating Chain
Auth - Rating Chain
Duty Des - Rated Soldier
Select Method for Data Entry – Rated Soldier
You may automatically populate this OER form by retrieving the Rated Soldier's personnel information from the Army personnel database. If you choose not to prepopulate this form, you will be required to manually enter all required information.
Manually enter Rated Soldier's administrative data.
Click Next to Proceed
Automatically populate the Rated Soldier's administrative data by searching the Army personnel database. If any of the administrative information is incorrect as pulled from the personnel database of record, you can manually change the information within the form. You must use other channels (S1 or Admin Support) to have the incorrect information changed.

Full Wizard (Green) Forms Available to Users

- Wizard Forms include digital signature, auto-fill from ITAPDB, and embedded regulatory logic to guide rating officials.
- Forms allow users to transfer information from support forms to final evals.

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/msdweb.h
As of: 7 Apr 08

Creating a Evaluation using "My Forms" by Location: Using Army Publishing Directorate (APD)

#3

Go to:
http://www.apd.army.mil/USAPA_PUB_formrange_f.asp

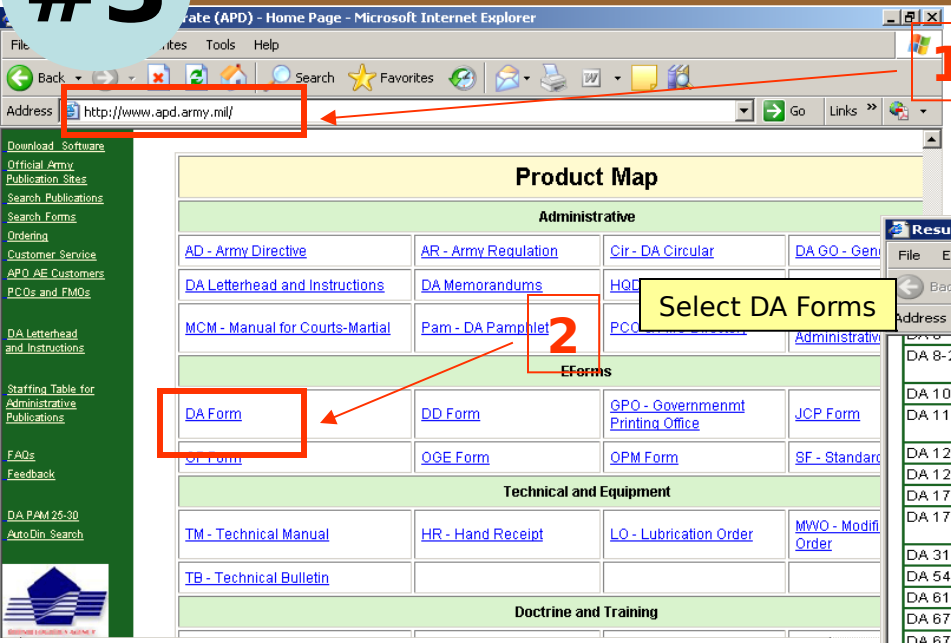
Select Form in the XPDL Format

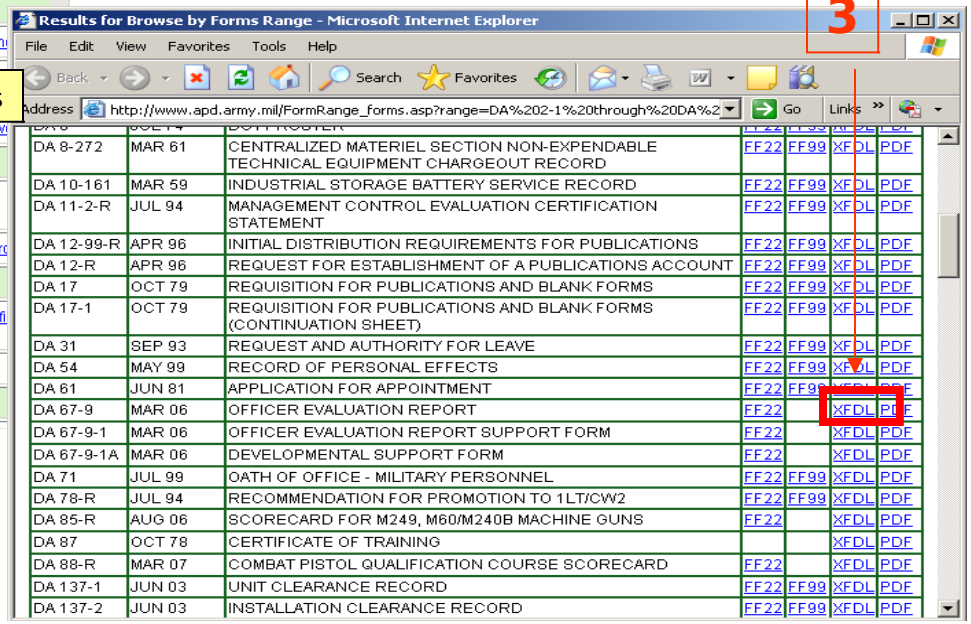
Select DA Forms

1

2

3

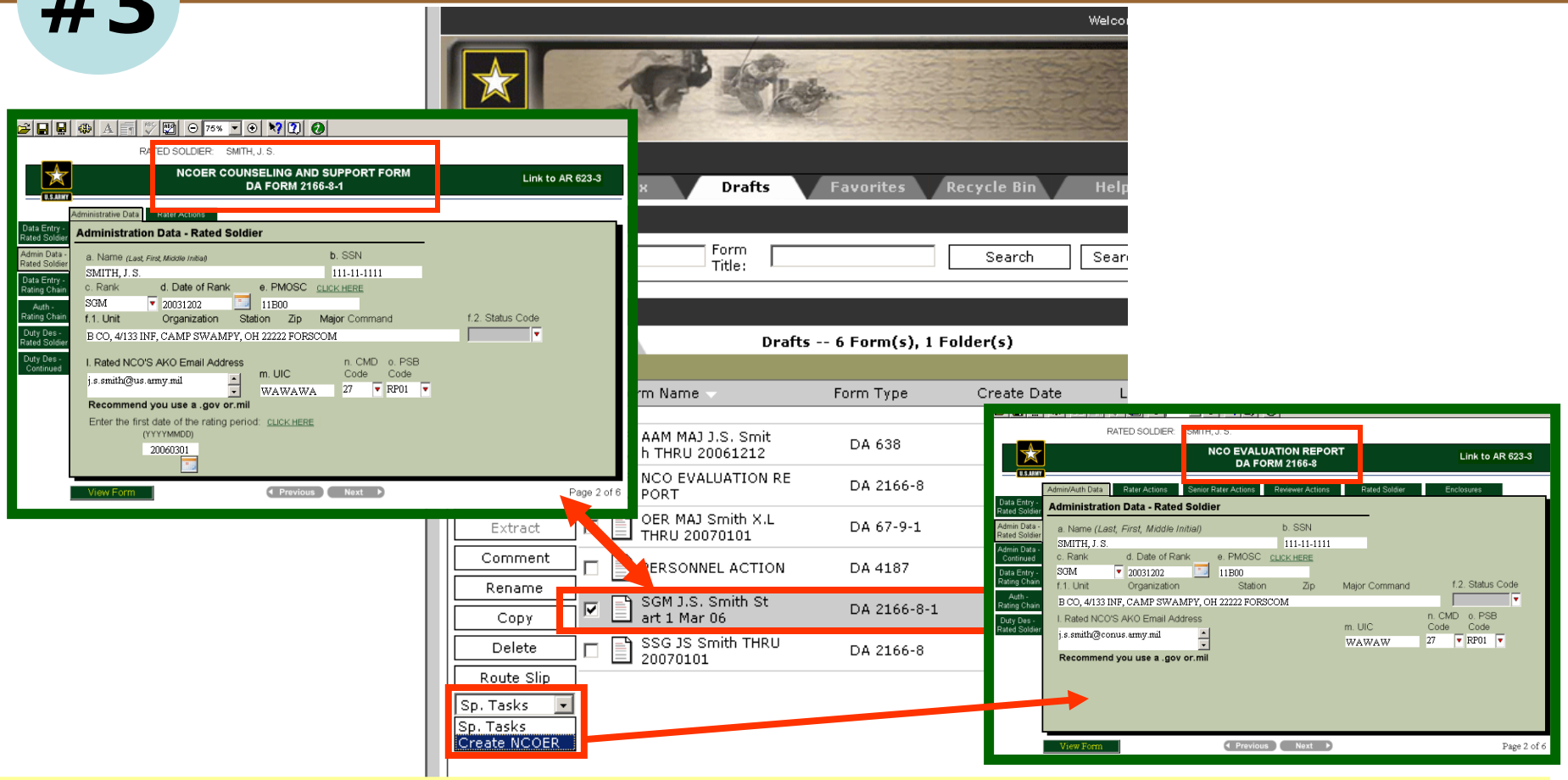



Results for Browse by Forms Range - Microsoft Internet Explorer
Address http://www.apd.army.mil/FormRange_forms.asp?range=DA%202-1%20through%20DA%2
DA 8-272 MAR 61 CENTRALIZED MATERIEL SECTION NON-EXPENDABLE TECHNICAL EQUIPMENT CHARGEOUT RECORD
DA 10-161 MAR 59 INDUSTRIAL STORAGE BATTERY SERVICE RECORD
DA 11-2-R JUL 94 MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT
DA 12-99-R APR 96 INITIAL DISTRIBUTION REQUIREMENTS FOR PUBLICATIONS
DA 12-R APR 96 REQUEST FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT
DA 17 OCT 79 REQUISITION FOR PUBLICATIONS AND BLANK FORMS
DA 17-1 OCT 79 REQUISITION FOR PUBLICATIONS AND BLANK FORMS (CONTINUATION SHEET)
DA 31 SEP 93 REQUEST AND AUTHORITY FOR LEAVE
DA 54 MAY 99 RECORD OF PERSONAL EFFECTS
DA 61 JUN 81 APPLICATION FOR APPOINTMENT
DA 67-9 MAR 06 OFFICER EVALUATION REPORT
DA 67-9-1 MAR 06 OFFICER EVALUATION REPORT SUPPORT FORM
DA 67-9-1A MAR 06 DEVELOPMENTAL SUPPORT FORM
DA 71 JUL 99 OATH OF OFFICE - MILITARY PERSONNEL
DA 78-R JUL 94 RECOMMENDATION FOR PROMOTION TO 1LT/CW2
DA 85-R AUG 06 SCORECARD FOR M249, M60/M240B MACHINE GUNS
DA 87 OCT 78 CERTIFICATE OF TRAINING
DA 88-R MAR 07 COMBAT PISTOL QUALIFICATION COURSE SCORECARD
DA 137-1 JUN 03 UNIT CLEARANCE RECORD
DA 137-2 JUN 03 INSTALLATION CLEARANCE RECORD

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/msdweb.h
As of: 7 Apr 08

Creating a final evaluation from a counseling/support form.

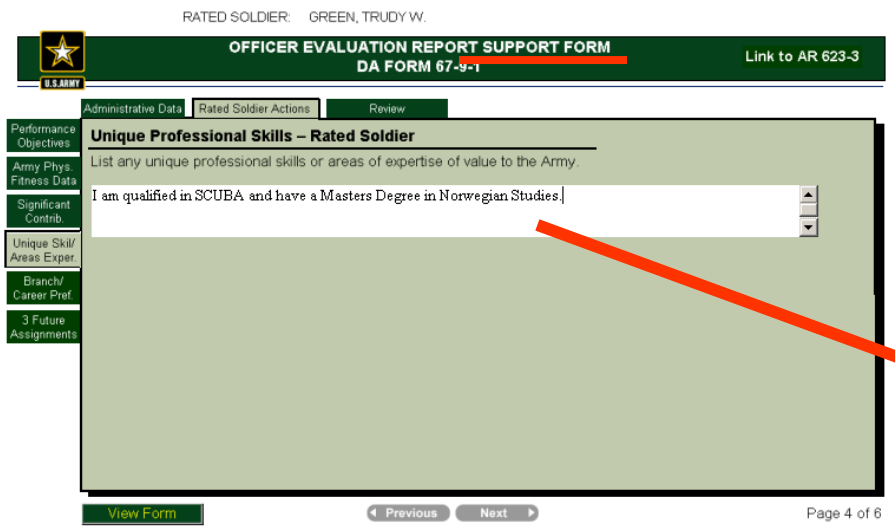
#3



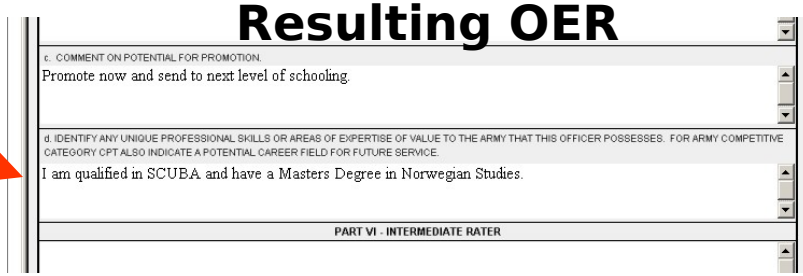
Example: A rater can take a counseling & support form which was used throughout an evaluation period and at the end of that rating period create a base draft of a final evaluation using My Forms. The created NCOER will be a separate document and include all pertinent information originally typed and contained in the counseling & support form. This concept works for OER also.

Example: Creating an OER from an OER support form.

#3

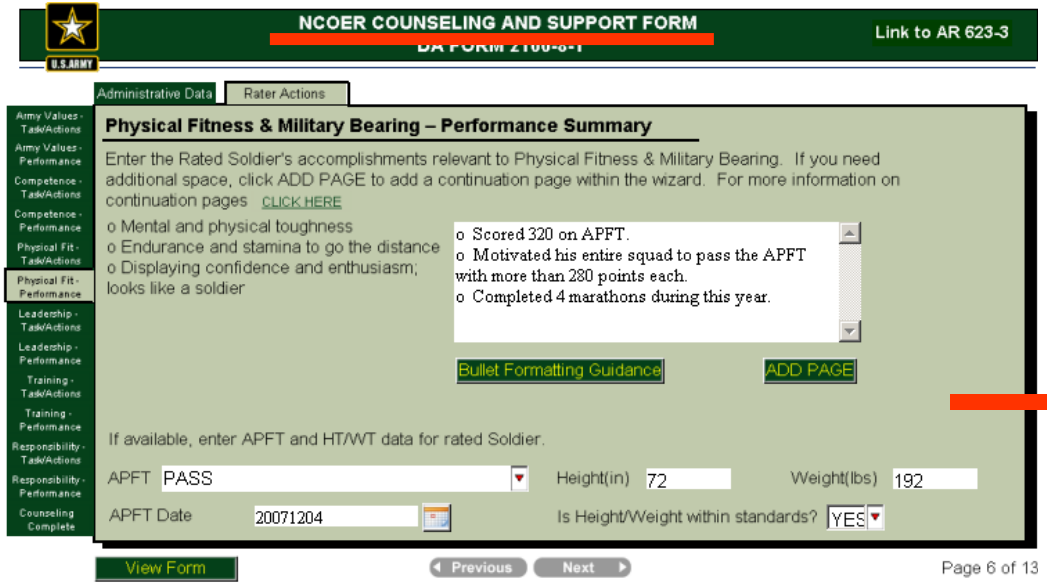

RATED SOLDIER: GREEN, TRUDY W.
OFFICER EVALUATION REPORT SUPPORT FORM
DA FORM 67-9-1
Link to AR 623-3
Administrative Data
Rated Soldier Actions
Review
Performance Objectives
Army Phys. Fitness Data
Significant Contrib.
Unique Skil/ Areas Exper.
Branch/ Career Pref.
3 Future Assignments
Unique Professional Skills – Rated Soldier
List any unique professional skills or areas of expertise of value to the Army.
I am qualified in SCUBA and have a Masters Degree in Norwegian Studies.
View Form
Previous
Next
Page 4 of 6

Resulting OER

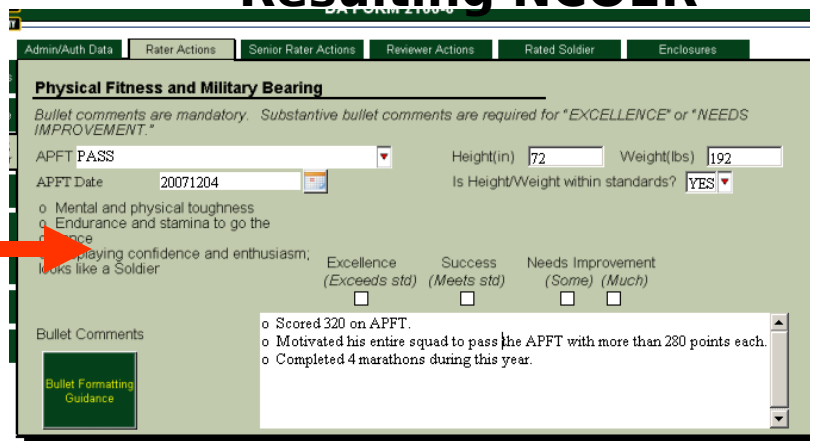

c. COMMENT ON POTENTIAL FOR PROMOTION.
Promote now and send to next level of schooling.
d. IDENTIFY ANY UNIQUE PROFESSIONAL SKILLS OR AREAS OF EXPERTISE OF VALUE TO THE ARMY THAT THIS OFFICER POSSESSES. FOR ARMY COMPETITIVE CATEGORY CPT ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE.
I am qualified in SCUBA and have a Masters Degree in Norwegian Studies.
PART VI - INTERMEDIATE RATER

The information from an OER support form transfers to a final assessment in the same manner it does on an NCOER. The example here shows that a rated officer may enter unique skills onto the support form and it transfers to appropriate sections on the OER. The rating official responsible the final evaluation retain the option to accept and change any thing prior to completing and signing their input.

#3 Example: Creating an NCOER from an NCOER counseling/support form.


NCOER COUNSELING AND SUPPORT FORM
Link to AR 623-3
Administrative Data
Rater Actions
Physical Fitness & Military Bearing – Performance Summary
Enter the Rated Soldier's accomplishments relevant to Physical Fitness & Military Bearing. If you need additional space, click ADD PAGE to add a continuation page within the wizard. For more information on continuation pages CLICK HERE
o Mental and physical toughness
o Endurance and stamina to go the distance
o Displaying confidence and enthusiasm; looks like a soldier
o Scored 320 on APFT.
o Motivated his entire squad to pass the APFT with more than 280 points each.
o Completed 4 marathons during this year.
Bullet Formatting Guidance
ADD PAGE
If available, enter APFT and HT/WT data for rated Soldier.
APFT PASS
Height(in) 72
Weight(lbs) 192
APFT Date 20071204
Is Height/Weight within standards? YES
View Form
Previous
Next
Page 6 of 13

Resulting NCOER

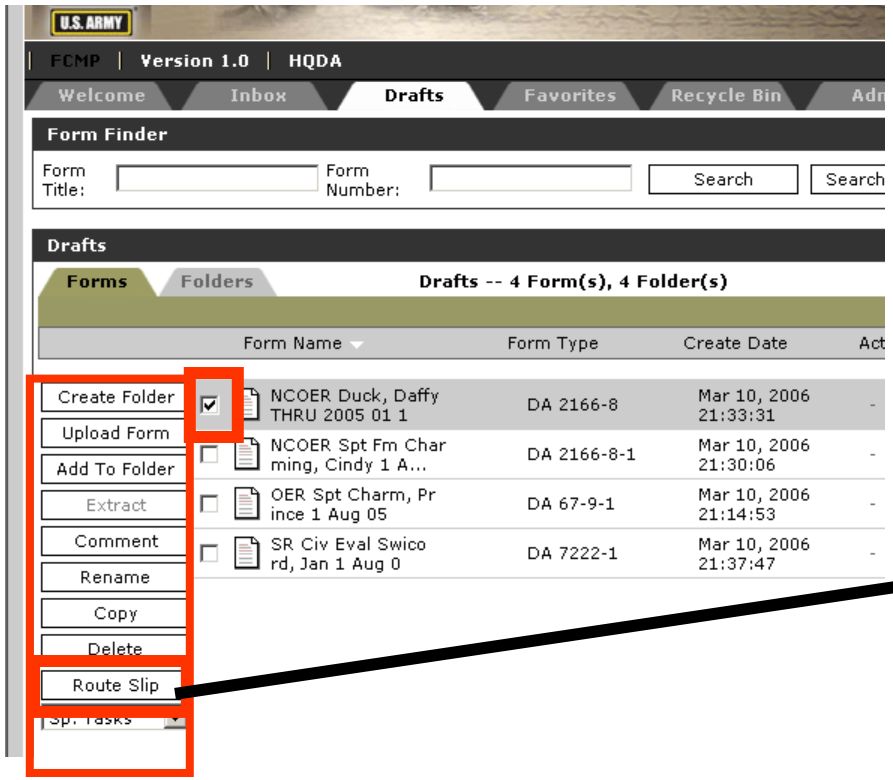

Admin/Auth Data
Rater Actions
Senior Rater Actions
Reviewer Actions
Rated Soldier
Enclosures
Physical Fitness and Military Bearing
Bullet comments are mandatory. Substantive bullet comments are required for "EXCELLENCE" or "NEEDS IMPROVEMENT."
APFT PASS
Height(in) 72
Weight(lbs) 192
APFT Date 20071204
Is Height/Weight within standards? YES
o Mental and physical toughness
o Endurance and stamina to go the
looks like a Soldier
Excellence (Exceeds std)
Success (Meets std)
Needs Improvement (Some) (Much)
Bullet Comments
Bullet Formatting Guidance
o Scored 320 on APFT.
o Motivated his entire squad to pass the APFT with more than 280 points each.
o Completed 4 marathons during this year.

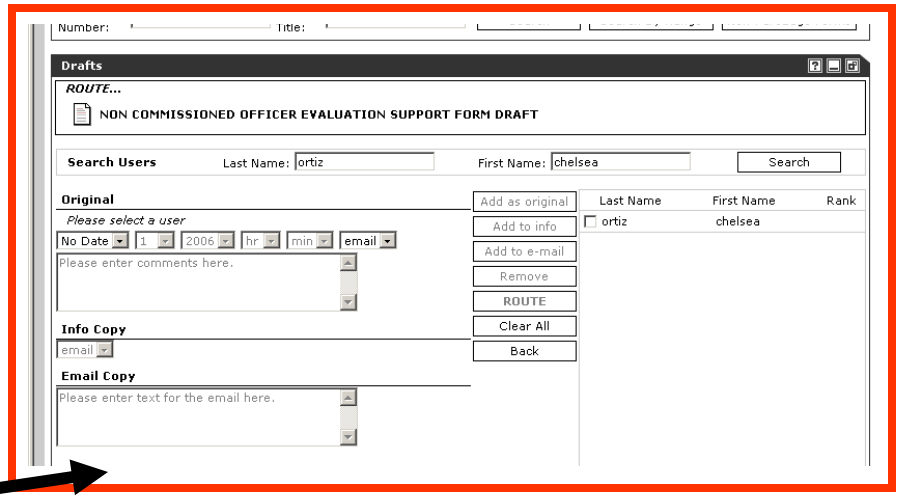
The rater documents APFT information on the counseling & support form. It transfers to an NCOER. The rater enters text (initial bullets) onto the counseling & support form which transfers to a NCOER. The rater then reviews the info and text and puts it into bullet format. Information contained on additional pages to the counseling & support form will not transfer but can be reviewed and incorporated, as appropriate.

Understanding available options to move evaluations between individuals.

#4

Routing an evaluation form in My Forms is the most reliable and provides the most accurate and up-to-date information with fewest processing steps. Additional training on this function is available.





POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/msdweb.h
As of: 7 Apr 08

Understanding available options to move evaluations between individuals.

#4

Rating officials can send evaluation forms to each other as attachments to standard emails; however, there are some items requiring consideration if this is the chosen method.

- Any information, content, or signature added or changed on the form while in its attachment mode will not save automatically. Even if the form is closed and the email saved the form will not retain the changes.
- After making any change to the form in an attachment mode the user must SAVE AS to a computer location (not the email).
  - This action saves changes to the form.
  - The user can also alter the document name to reduce confusion later.
- When the updated form needs to be forwarded to another person the email should be updated with the revised evaluation.
- Very specific steps for this process are listed out on the next slide

Understanding available options to move evaluations between individuals.

#4

Steps for saving information in a form sent as an email attachment.

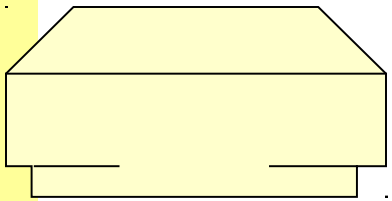
1. Open form as an attachment.
2. Review form (adding or deleting as needed) using NEXT & PREVIOUS buttons at bottom of page or by rater role TABS at top and left side of page.
3. Select VIEW FORM (lower left corner).
4. Digitally sign form.
5. Select SAVE AS (top of form)
6. Browse to desired location to save the form outside of the email. Change name if desired.
7. Close form (upper right corner – select X).
8. Delete original attachment if desired.
9. Insert revised evaluation to email as an attachment.
10. Send email to next recipient.

Understanding available options to move evaluations between individuals.

#4

- Rating officials can SAVE AS the evaluation out of My Forms and onto other locations and information storage devices such as laptops, disks, drives, or other OPSEC approved storage devices.

- Evaluation forms retain wizard question and digital signature capabilities outside of My Forms.

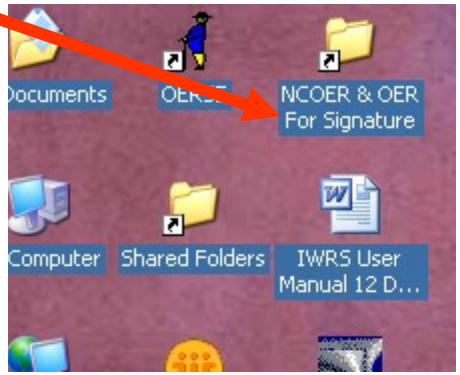


- Once saved outside of My Forms users are not able to auto fill/ pull administrative information on rated Soldiers from authoritative databases or create final evaluations from support forms. These functions are only executable within My Forms.

Using controlled access, shared folders to prepare evaluations (1 of 2).

#5

- XO receives evaluation from rater in My Forms.
- XO reviews evaluation and places it in an electronic folder with senior leader access outside of My Forms.



  - SAVE AS puts form on desktop or personal shared drive.
  - The document routed to an XO remains in XO's My Forms Inbox. It also remains in tracking, viewable by those who entered content or had an information copy.
  - The electronic folder location must be one the senior leader knows to open and which is not accessible by others.
- XO informs senior leader that an evaluation is ready for appropriate action.
- Senior leader completes all actions required for the evaluation to include obtaining rated Soldier signature.
- XO uploads form back into My Forms and takes the next action (send to HRC or next rating official) as appropriate.

Using controlled access, shared folders to prepare evaluations (2 of 2).

#5

When uploading a form into the portal the XO will be faced with one of three questions or responses:

- The form already exists in the repository. Do you want to overwrite?

(XO will get this with optimal use of My Forms.)

- The form already exists in the repository. Do you want to make a copy?
- You have uploaded your form successfully!

The originating form's location and method of delivery to XO determines which response will be encountered. Executing subsequent actions have differing impacts to the form copies pre-existing in My Forms in in boxes or in tracking. We recommend testing and practice with sample forms on the entire process, and particularly the upload function, to make sure your process works for your organization and senior leader.

Preparing documents with senior leader rating official content (1 of 2).

#6

- Senior leader rating officials may direct that other rating officials send evaluations requiring their input and action to a designated individual and not directly to the senior leader.
- Designated individuals are often XO, administrative assistants, or secretaries with AKO Access.
- Designated individuals receive, review for administrative correctness, discuss appropriate rating official input with senior leaders, and add or change content as appropriate.
- Anyone who has control of the original document in My Forms may add content to an evaluation in any section.
  - However, a rating official signature will only “freeze” the evaluation content that is associated with that particular rating official.
  - Designated individuals may answer evaluation wizard questions for a senior leader rating official; however, as a minimum senior leader rating officials must review and sign and accept the content as their own.
- Once ready, designated individuals place the evaluation in a format and location desired by the senior leader for action.

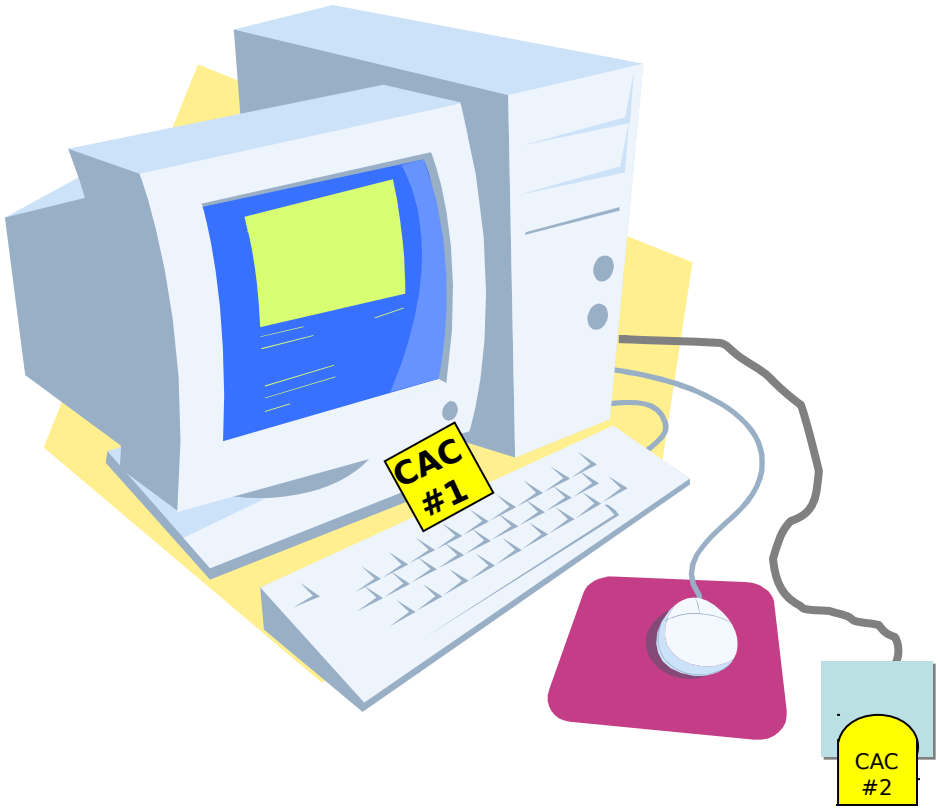
Preparing documents with senior leader rating official content (2 of 2).

#6

- For senior leaders who are senior raters:
  - designated individuals may contact rated Soldiers and arrange counseling appointments on the senior leader's calendar.
  - based on senior leader input the rated Soldiers may receive a copy of the completed evaluation for review prior to or during this counseling appointment.
  - After counseling appointments, designated individuals can assist rated Soldiers with signing the final evaluation.

Letting 2 people sign from 1 computer.

#7

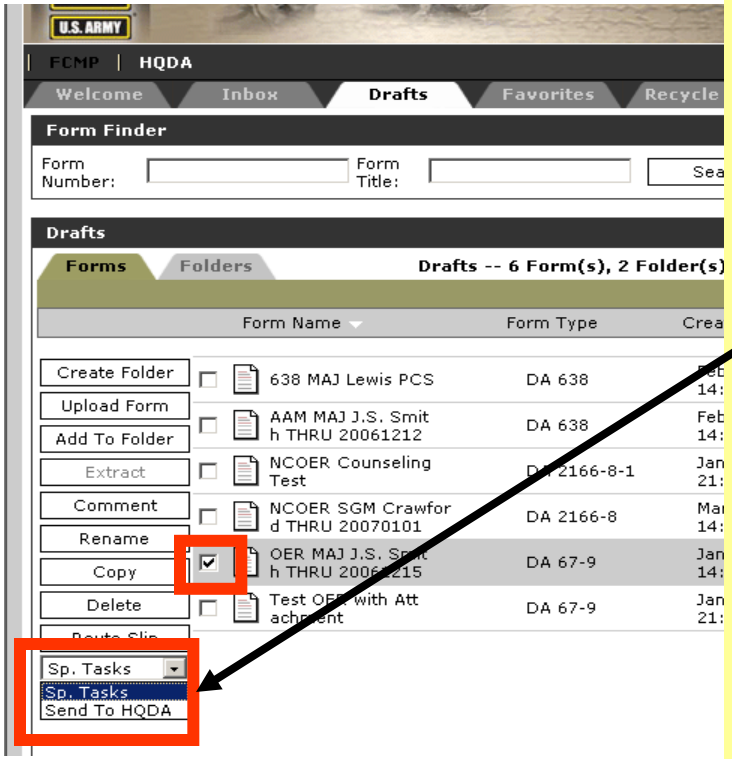


Anyone can put a second CAC reader on a machine (in an available port) and use that CAC reader to allow a second person to sign a document while the primary computer user remains signed on with his/her CAC.

<u>In application</u>: Once a senior leader rating official completes a counseling session the rated Soldier leaves the office and stops at the admin assistant's or XO's desk and signs the counseling form or evaluation.

Submitting completed evaluations to HQDA.

#8



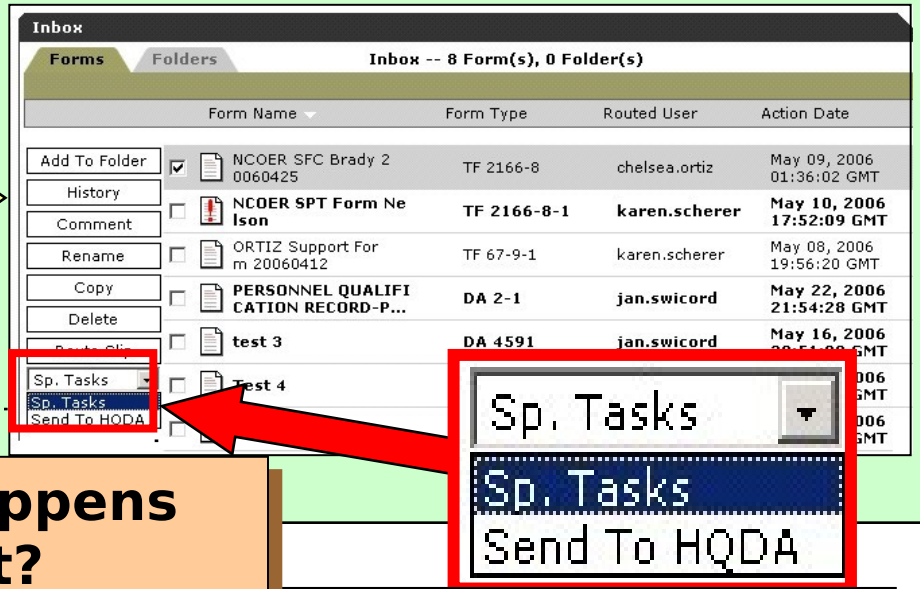
- Any senior rater can designate an individual to submit evaluations to HQDA for them as long as the have **AKO ACCESS**.
- Once an evaluation has all the required signatures it can be sent to HQDA for final processing into the Soldier's Official Military Personnel File using the "Send to HQDA" function in My Forms.
- Once sent anyone who holds the evaluation in their tracking section can confirm that the report has been submitted to HQDA (seen as HQDA APP as owner). HQDA normally takes less than 24 hours to review and accept the document or return for correction with explanation to the sender.

Electronic Submission Or "Send to HQDA"

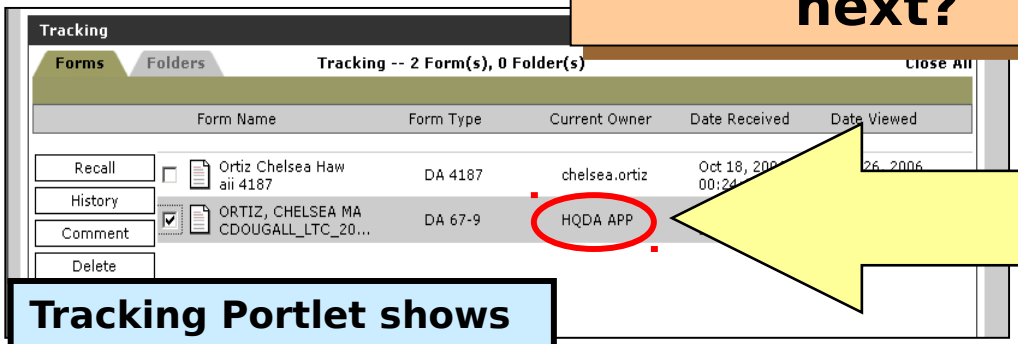
#8

Sending to HQDA . . .

- **"Send to HQDA" function on AKO "My Forms" is available**
- **Users may electronically submit most digitally signed evaluations in the AKO "My Forms" Portal**
- **Submit all ARNG NCOERs directly to the State**



What happens next?

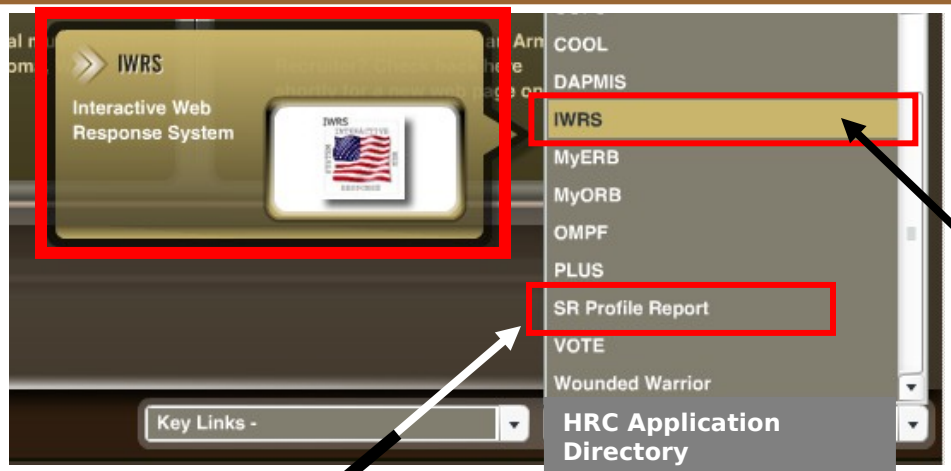


Tracking Portlet shows HQDA as current owner

- **Evaluations sent electronically will appear in the Sender's Tracking Portlet in AKO "My Forms"**
- **Upon submission to HQDA, the system renames the form to facilitate processing it to the rated Soldier's OMPF**

Online Applications Explained

Both are located on HRC website (several locations) and AKO under Self Service/My P



Senior Rater (SR) Profile (-2) and Eval Timeliness Report

-Accessed by AKO logon & password

-OER SR Profile: Senior raters view their DA Fm 67-9 which shows numbers and box checks sorted by rank and names of officers in OER which are both completed and in a working (but not yet profiled) status at HRC.

-Eval Timeliness Report:

-Reflects OER received by HRC on and after 1 Jun 07.

-Will reflect NCOER received by HRC on and after 1 May 08. All NCOER SR will have access to this application.

-Will be restarted for both OER & NCOER in Summer 2008.

Interactive Web Report System (IWRS)

-Accessed by AKO logon & password

-For OER: this is a window into HRC level processing (for constant status, found errors, admin information) which is essential for proactive management of evaluation systems by HR managers, SR, and Cdr.

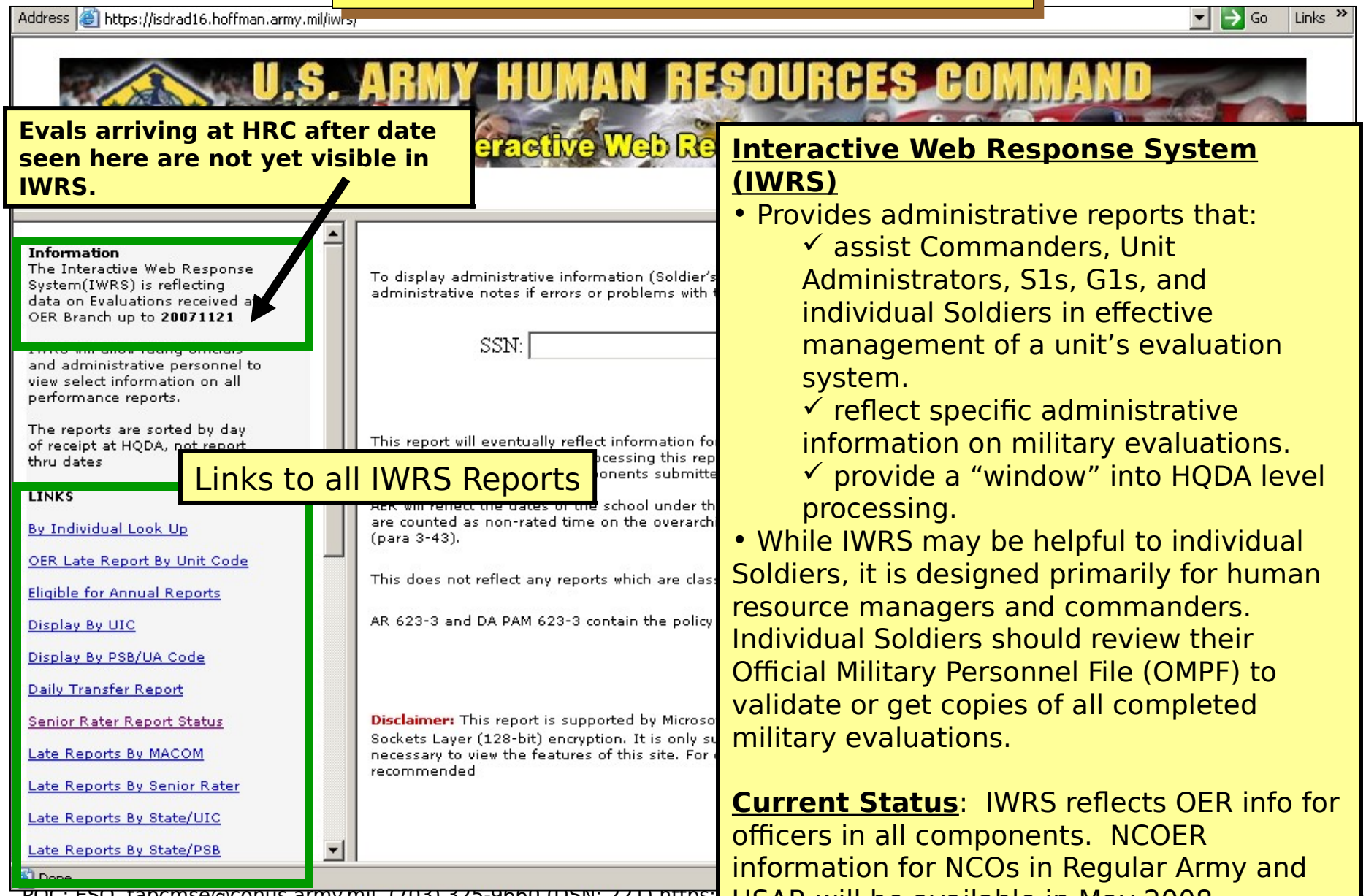
-NCOER info reflected after 1 May 08

-Reports are constantly being improved and increased to support unit needs. USAR/ARNG specific reports will be in soon.

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/msdweb.h

As of: 7 Apr 08

IWRS Basics

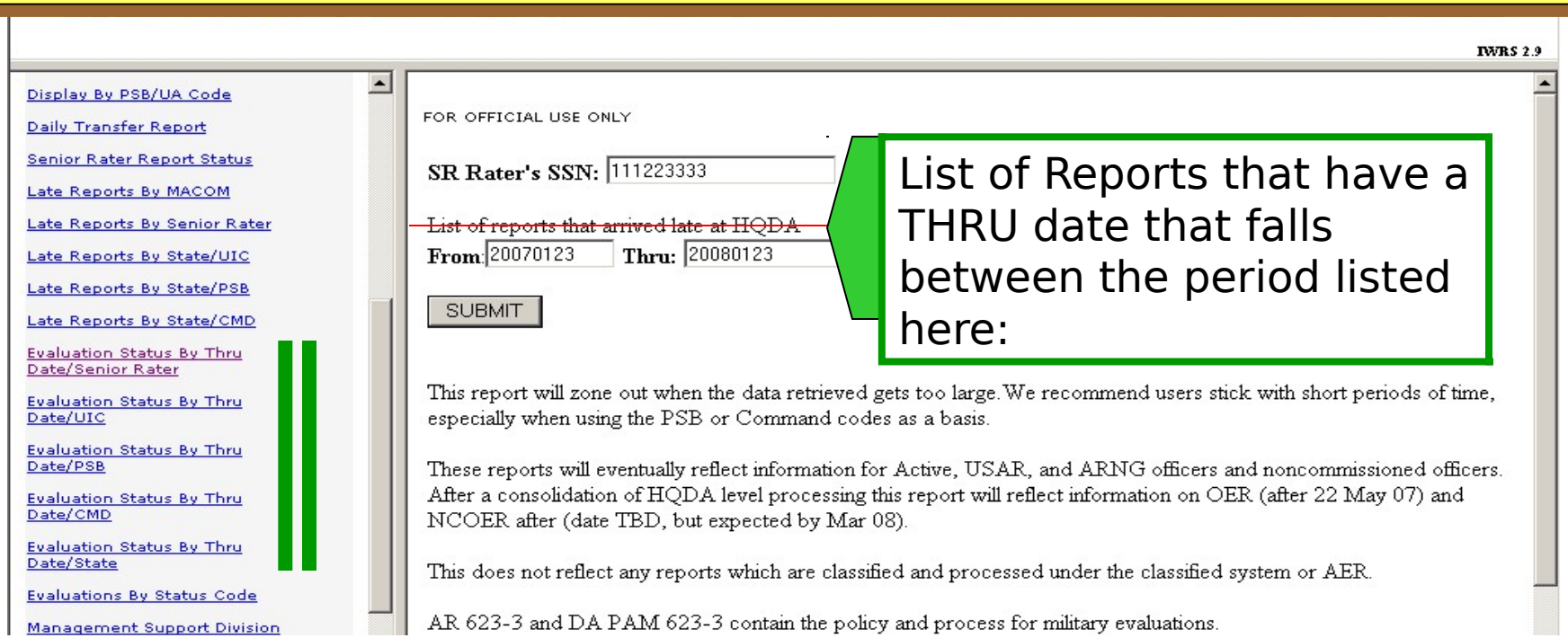

Address https://isdrad16.hoffman.army.mil/iwrs/
Go
Links
U.S. ARMY HUMAN RESOURCES COMMAND
eractive Web Re
Evals arriving at HRC after date seen here are not yet visible in IWRS.
Information
The Interactive Web Response System(IWRS) is reflecting data on Evaluations received a
OER Branch up to 20071121
and administrative personnel to view select information on all performance reports.
The reports are sorted by day of receipt at HQDA, not report
thru dates
Links to all IWRS Reports
LINKS
By Individual Look Up
OER Late Report By Unit Code
Eligible for Annual Reports
Display By UIC
Display By PSB/UA Code
Daily Transfer Report
Senior Rater Report Status
Late Reports By MACOM
Late Reports By Senior Rater
Late Reports By State/UIC
Late Reports By State/PSB
To display administrative information (Soldier's
administrative notes if errors or problems with
SSN:
This report will eventually reflect information fo
are counted as non-rated time on the overarch
(para 3-43).
This does not reflect any reports which are clas
AR 623-3 and DA PAM 623-3 contain the policy
Disclaimer: This report is supported by Microso
Sockets Layer (128-bit) encryption. It is only su
necessary to view the features of this site. For
recommended
Done

Interactive Web Response System (IWRS)

- Provides administrative reports that:
  - ✓ assist Commanders, Unit Administrators, S1s, G1s, and individual Soldiers in effective management of a unit's evaluation system.
  - ✓ reflect specific administrative information on military evaluations.
  - ✓ provide a "window" into HQDA level processing.
- While IWRS may be helpful to individual Soldiers, it is designed primarily for human resource managers and commanders. Individual Soldiers should review their Official Military Personnel File (OMPF) to validate or get copies of all completed military evaluations.

Current Status: IWRS reflects OER info for officers in all components. NCOER information for NCOs in Regular Army and USAR will be available in May 2008.

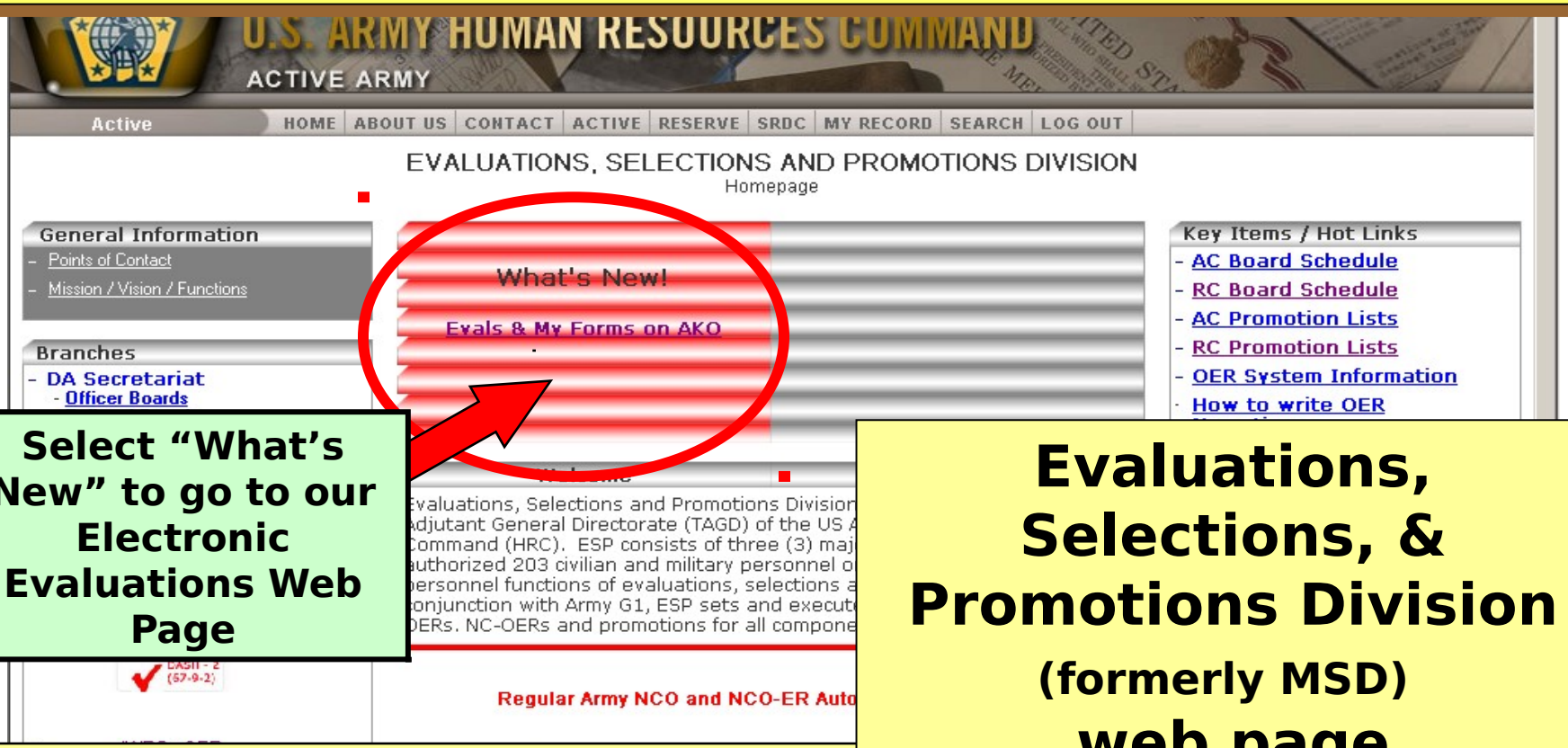
New IWRS Report: By THRU date


IWRS 2.9
Display By PSB/UA Code
Daily Transfer Report
Senior Rater Report Status
Late Reports By MACOM
Late Reports By Senior Rater
Late Reports By State/UIC
Late Reports By State/PSB
Late Reports By State/CMD
Evaluation Status By Thru Date/Senior Rater
Evaluation Status By Thru Date/UIC
Evaluation Status By Thru Date/PSB
Evaluation Status By Thru Date/CMD
Evaluation Status By Thru Date/State
Evaluations By Status Code
Management Support Division
FOR OFFICIAL USE ONLY
SR Rater's SSN: 111223333
List of reports that arrived late at HQDA
From: 20070123 Thru: 20080123
SUBMIT
List of Reports that have a THRU date that falls between the period listed here:
This report will zone out when the data retrieved gets too large. We recommend users stick with short periods of time, especially when using the PSB or Command codes as a basis.
These reports will eventually reflect information for Active, USAR, and ARNG officers and noncommissioned officers. After a consolidation of HQDA level processing this report will reflect information on OER (after 22 May 07) and NCOER after (date TBD, but expected by Mar 08).
This does not reflect any reports which are classified and processed under the classified system or AER.
AR 623-3 and DA PAM 623-3 contain the policy and process for military evaluations.

There are new reports in IWRS – we believe them to be helpful as the design comes from user needs. However, at this time 5 have an error in their explanation that can leads you to not try them. These reports do not show late reports as written. They reflect reports under 1 search criteria for which the THRU date falls between the FROM and THRU dates you enter . The first search criteria (SR SSN, UIC, PSB code) is also entered by the person seeking the information.

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/msdweb.h
As of: 7 Apr 08

Answers & Training Located:



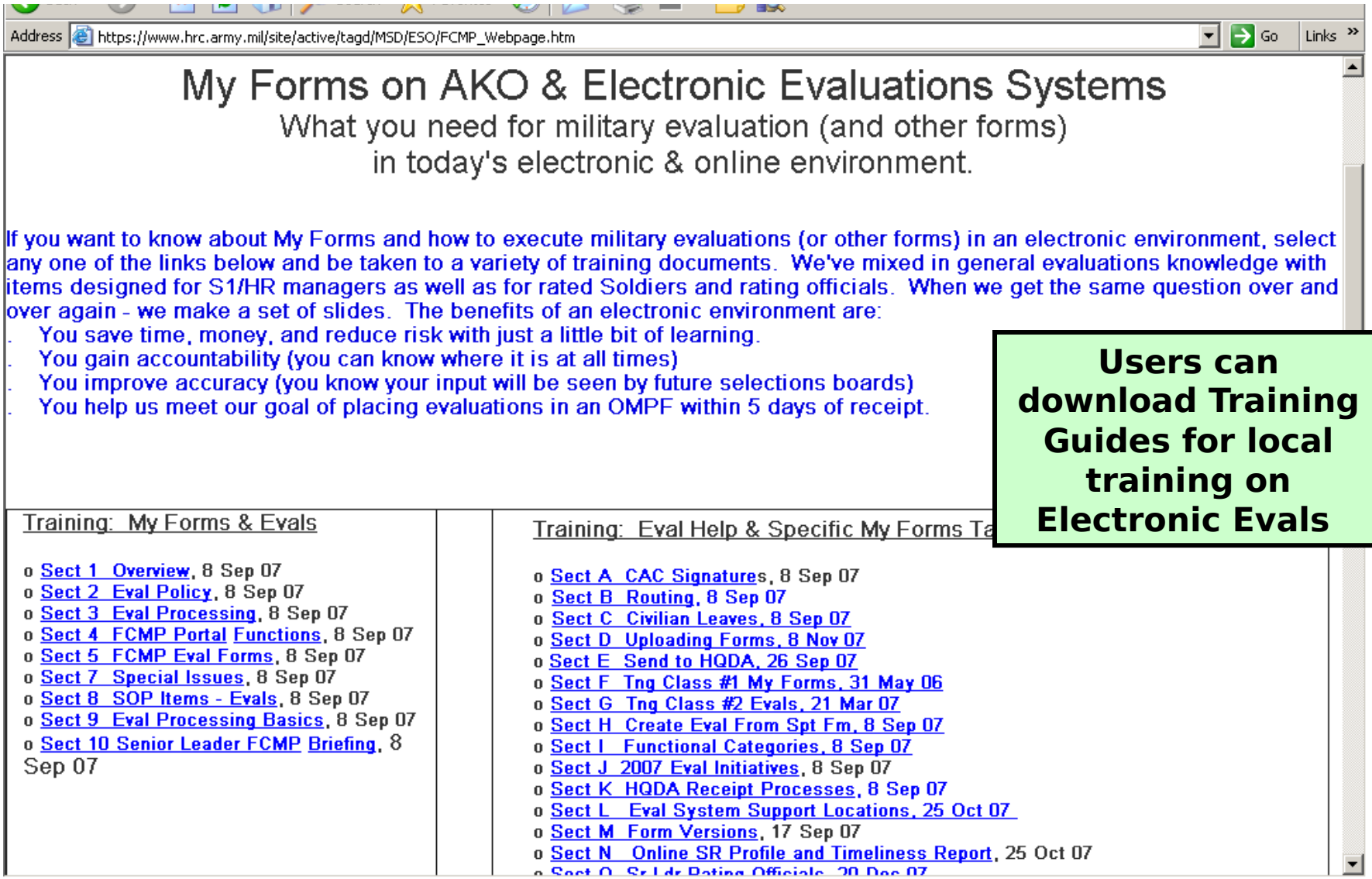
Select "What's New" to go to our Electronic Evaluations Web Page

Evaluations, Selections, & Promotions Division (formerly MSD) web page

To get here, go to HRC On-Line: https://www.hrc.army.mil Select "HRC-Alexandria" then "The Adjutant General" then "Management Support Division"

POC: ESO, tapcmsdesoinus@army.mil (703) 325-0760 (DSN: 221) https://www.hrc.army.mil/site/Active/OD/ESO/formerly_MSD)/msdweb.h
As of: 7 Apr 08

My Forms (AKO) Info is located here...


Address https://www.hrc.army.mil/site/active/tagd/MSD/ESO/FCMP_Webpage.htm
Go
Links
My Forms on AKO & Electronic Evaluations Systems
What you need for military evaluation (and other forms)
in today's electronic & online environment.
If you want to know about My Forms and how to execute military evaluations (or other forms) in an electronic environment, select any one of the links below and be taken to a variety of training documents. We've mixed in general evaluations knowledge with items designed for S1/HR managers as well as for rated Soldiers and rating officials. When we get the same question over and over again - we make a set of slides. The benefits of an electronic environment are:
. You save time, money, and reduce risk with just a little bit of learning.
. You gain accountability (you can know where it is at all times)
. You improve accuracy (you know your input will be seen by future selections boards)
. You help us meet our goal of placing evaluations in an OMPF within 5 days of receipt.
Training: My Forms & Evals
o Sect 1 Overview, 8 Sep 07
o Sect 2 Eval Policy, 8 Sep 07
o Sect 3 Eval Processing, 8 Sep 07
o Sect 4 FCMP Portal Functions, 8 Sep 07
o Sect 5 FCMP Eval Forms, 8 Sep 07
o Sect 7 Special Issues, 8 Sep 07
o Sect 8 SOP Items - Evals, 8 Sep 07
o Sect 9 Eval Processing Basics, 8 Sep 07
o Sect 10 Senior Leader FCMP Briefing, 8 Sep 07
Training: Eval Help & Specific My Forms Ta
o Sect A CAC Signatures, 8 Sep 07
o Sect B Routing, 8 Sep 07
o Sect C Civilian Leaves, 8 Sep 07
o Sect D Uploading Forms, 8 Nov 07
o Sect E Send to HQDA, 26 Sep 07
o Sect F Tng Class #1 My Forms, 31 May 06
o Sect G Tng Class #2 Evals, 21 Mar 07
o Sect H Create Eval From Spt Fm, 8 Sep 07
o Sect I Functional Categories, 8 Sep 07
o Sect J 2007 Eval Initiatives, 8 Sep 07
o Sect K HQDA Receipt Processes, 8 Sep 07
o Sect L Eval System Support Locations, 25 Oct 07
o Sect M Form Versions, 17 Sep 07
o Sect N Online SR Profile and Timeliness Report, 25 Oct 07

Users can download Training Guides for local training on Electronic Evals

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/msdweb.h
As of: 7 Apr 08

How & Where to Submit Evaluations

- After 1 Apr 08 all evaluations must be submitted to HQDA level processing using My Forms on AKO. Exemptions can be requested by units with severe technological challenges. **Mailed, emailed, or hand-carried documents will not be accepted by HRC after 1 Apr 08 without exemption (see MILPER Message 08-051).**

- Deployed units and rating officials will submit electronically by My Forms when possible but, if necessary, may use other submission options without special approval.

- When exemptions are authorized:
  - ❖ **OER & NCOER** (with exception of ARNG NCOER) are mailed to: **Cdr, USA Human Resources Command, ATTN: AHRC-PDV-ER, 200 Stovall Street, Alexandria VA 22332-0442**
    - Note: this address change for NCOER is new info and is confirmed in MILPER message 08-098, released 4 Apr 08.
    - NCOER already in transit by mail to Indianapolis or St Louis are good to go. The next one you mail (if authorized) should be sent to the address above.
  - ❖ **ARNG NCOER** – No change. Continue to mail to State/Territory POC.

- When you have digitally signed OER or NCOER on older version forms (those not able to be sent electronically in My Forms on AKO) email those documents as attachments to:
  - OER .xfdl files: tapcmse@conus.army.mil (version 3 and 4, sometimes 5)
  - NCOER .xfdl files: tapcmser@conus.army.mil (version 5, 4, 3, 2, and 1)

#10 Points of Contact

Evaluation Systems Office:
Telephone: (703) 325-9660 (DSN: 221) (if someone is here this number always gets answered)
Email: tapcmse@conus.army.mil
Website: See POC information below.

Army Publishing Directorate (APD):
FCMP Help Desk: (703) 428-0545
Email: APDFCMP@hqda.army.mil

Army Information Assurance CAC PKI Help Desk: for software questions / portal defect reporting
Toll free: (866) 738-3222
Local: (703) 769-4499
Email: iacacpki.helpdesk@us.army.mil